



BISHOP CHALLONER CATHOLIC COLLEGE

Dear Parent/Carer,

Year 10 Work Experience Monday 1st July - Friday 5th July 2024

Your son/daughter has been given information in form time and a brief introduction to the Work Experience programme and what it entails through an assembly. This information has also been sent to you and your son/daughter via Classcharts. More information including consent forms can also be found on our school website using the link shown below:

<https://bishopchalloner.org.uk/about/careers/parent-carer-zone/work-experience>

We regard work experience as a valuable part of a student's academic career and career journey, but, as I'm sure you are aware, it is a challenge to find a good quality placement that relates to particular career interests. Your support in assisting your child to find a suitable placement, therefore, is immeasurable. If you require any support with this, please do not hesitate to contact me by emailing b.newton@bishopchalloner.bham.sch.uk or calling 0121 441 6120.

Once they have secured a placement, your child must complete the '**Confirmation of Work Experience Placement**' form **with you** and return it to **Mrs Newton** based in the school library as soon as possible. All placements will then be health and safety checked by a specialist company to ensure that the placement will be a safe and productive environment for your child. In order for this process to take place, the **Confirmation of Work Experience Placement** form needs to be handed in by **Friday 15th March 2024**. Beyond this date we cannot guarantee that the relevant checks can be completed in time and therefore the placement cannot go ahead. Medical/Consent forms also need to be signed and returned before **Friday 26th January 2024**.

Yours faithfully,

Mrs B Newton
Year 10 Work Experience Co-ordinator

Miss E Shirley
Head of Year 10

Principal - Dr J Coughlan

Institute Road, Kings Heath, Birmingham, B14 7EG

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Work Experience 2024 Guidance for Parents

Your son/daughter is expected to complete a one-week work experience placement to take place between **Monday 1st July-Friday 5th July 2024** as part of their wider careers programme. Please familiarise yourself with the information contained in this guidance for parents as it will outline the key information regarding the work experience procedures and legislation that will enable the placement to be authorised and run smoothly.

Work experience will put your child in a completely new environment and give them the opportunity to gain understanding of the world of work. They will gain a first-hand understanding of the roles, responsibilities and skills associated with real working days.

The programme aims to:

- Help your child's self-confidence.
- Give them a chance to develop important employability and life skills.
- Help your child to make choices about which future pathways are suitable for them (and which are not!)
- Provide an insight into the world of work.
- Provide students with an opportunity to apply their academic learning to an applied situation.

Health & Safety

- All companies providing a Work Experience placement will undergo a thorough Health and Safety check which will be carried out by a specialist Health and Safety company, to ensure that the organisation satisfies the rigorous checks (a service paid for by the school).
- There are a number of reasons why a placement may not be approved following the Health and Safety checks being carried out. Being a sole trader is a common one. *Please note that if the placement does not get approved, then it cannot go ahead.*
- One of the checks includes whether or not the organisation has appropriate Employer Liability Insurance. **If Employer Liability Insurance is not in place, the placement cannot go ahead.** *(Please note that this insurance does not cover your child on their journey to and from their placement.)* Public Liability Insurance is not an adequate replacement for ELI as it does not cover a student (who is classed as an "employee") on a work experience placement.
- Students must understand that they have responsibilities for their own health and safety and that of others during the visit. They must follow all health and safety instructions given by the organisation and wear clothing that is suitable to the work activities they will be involved in. *(Please let Mrs Newton know if your child is required to have specific protective equipment or clothing for the placement and is in receipt of Free School Meals).*

General Data Protection Regulation:

- In order for us to successfully process the placement that your son/daughter has secured, we need your permission (via your signatures on both the Confirmation of Work Experience placement form and the Medical details consent form) so that the information provided on both of these forms can be shared with the health and safety company and the placement provider.
- All completed medical forms will be sent to the main contact person at the organisation providing the placement so that they can make any relevant arrangements to meet your son/daughter's medical and/or additional needs whilst on placement.
- It is essential that we have the most up to date contact details for you in case of illness or accident during the work experience week, so please ensure that you have updated us if contact details change.
- You must also provide any other information that would be relevant about the student e.g., any involvement with the Youth Offending Team or Criminal Record.

Safeguarding

- Page 82 of the DfE's [Keeping Children Safe in Education 2023](#) statutory guidance outlines all of the measures that schools/colleges must have in place in order for a work experience placement to proceed whilst ensuring the safety of the student.
- All of our work experience processes and procedures mean that we are complying fully with this guidance. Working closely and in partnership with students, parents/carers, the health and safety company and the employers enables the effective organisation of safe and valuable placements to take place successfully.
- Please be aware that if the placement does not get approved by the health and safety company, then the placement cannot go ahead.
- As part of the work experience preparation in school, students will have a series of sessions on how to keep safe in the workplace.
- Before, during and after the placement, please encourage your son/daughter to discuss the placement so that you can help them to identify any situations which they are not 100% happy with and do not hesitate to contact by emailing k.peckover@bishopchalloner.bham.sch.uk (Our Senior DSL) or calling 0121 444 4161.

Practical considerations

Free School Meals

If your son/daughter is in receipt of FSM, then they will be entitled to free meals for the week as if they were in school. Arrangements for this will be communicated closer to the time.

Communication with the organisation

- So that the student has clarity on what to expect from the placement, it is recommended that they set up a meeting or call with the organisation well in advance of the placement taking place. This will also allow any measures to be put in place that come from this conversation in readiness for the placement.
- **Please ensure that your son/daughter communicates with organisations through their Bishop Challoner email and postal address rather than any personal accounts** (We will also be re-enforcing this message during the preparation sessions).
- It is important that students are clear on the organisation's expectation of dress code before they start their placement.
- The organisation and the student both need to be aware that there must not be any payment to the student.

Travel

- Unless a Parent/Carer has specifically given consent (on the Confirmation of Work Experience placement form), students will not be permitted to travel as part of their placement.

Attendance

- Students should attend their placement for the duration agreed with the organisation. Hybrid working means that it is possible there may be some days where the student will be expected to work from home. This is reflective of the working world now and so we would just ask that if known, this is recorded on the Confirmation of Work Experience placement form.
- Students should similarly adhere to the start and finish times that have been stipulated by the organisation.
- We expect students to arrive at their placement on time every day that they are expected.
- If a student is ill, then both the employer **AND** the pastoral office in school (as normal) **MUST** be notified.
- All placements will be contacted throughout the week to make sure that students are present and engaging in the work experience programme as expected. The Head of Year will be notified if this is not the case.

Important contact details

Mrs B Newton (Year 10 Work Experience Coordinator) - 0121 441 6120
b.newton@bishopchalloner.bham.sch.uk

Miss E Darby (Careers Lead) – 0121 444 4161
e.darby@bishopchalloner.bham.sch.uk

Mrs K Peckover (Senior Designated Safeguarding Lead) – 0121 444 4161
k.peckover@bishopchalloner.bham.sch.uk